

TO BE FILED WITH
THE COUNTY
CLERK

Property Valuation Protest

and Report of County Board of Equalization Action

FORM
422

- All attachments to this protest must be filed in triplicate
- Read instructions on reverse side

County Name

NAME AND MAILING ADDRESS OF PERSON FILING PROTEST		Protest Number	Filed
Name			_____, 20 ____
Street or Other Mailing Address		Protested Valuation 20	Requested Valuation
City, Town, or Post Office		Land	Land
State		\$	\$
Zip Code		Buildings	Buildings
		\$	\$
Property Identification Number	Telephone Number ()	Total Land and Buildings	Total Land and Buildings
		\$	\$
Real Property Description (Include Lot, Block, Addition, Location Address, Section, Township, Range, and County) and/or Personal Property Description		Personal Property	Personal Property
		\$	\$
		Reasons for requested valuation change (attach additional pages if needed):	

**sign
here**

Signature of Person Filing Protest

Date

Assessor's Recommendation	Referee's Recommendation (if Applicable)

Decision of County Board of Equalization for Assessment Year 20 ____

Basis for Action Taken (County Board of Equalization Chairperson)

Land
\$
Buildings
\$
Total Land and Buildings
\$
Personal Property
\$

Check One:

☐

If checked, the assessor has certified to the county board of equalization that a copy of that portion of the property record file which substantiates the calculation of the protested value is maintained in the assessor's office in electronic or paper form.

☐

Attached is a copy of that portion of the property record file which substantiates the calculation of the protested value.



Signature of County Board Chairperson

Date

County Clerk Certification

Date Protest was Heard	Date of Decision	Date Notice of Decision Mailed to Protestor
------------------------	------------------	---

The undersigned certifies that a copy of this protest and report of the action of the county board of equalization, which has been accepted by the assessor, has been mailed to the protestor at the above-shown address on _____, 20 ____.



Signature of County Clerk

Date

YOU MUST PROVIDE 3 COPIES OF THIS FORM AND 3 COPIES OF ALL OTHER ATTACHMENTS TO FILE YOUR PROTEST

INSTRUCTIONS FOR COMPLETING THIS EDITABLE FORM 422

File Between June 1 and June 30

***** Provide 3 copies of this form AND 3 copies of any other evidence submitted. *****

When you print this form, 3 copies will be printed. Submit all three copies to the county clerk along with three copies of all other evidence submitted.

INSTRUCTIONS FOR COMPLETING FORM 422

DISMISSAL. The protest will be dismissed if you fail to describe the property with a protested value or state a reason for the protest.

WHERE TO FILE. This form may be used to protest the valuation and penalties assessed on real and personal property. When completed this form must be filed with the county board of equalization at the office of the county clerk in the county where the property is located. **The protest must be signed and dated.**

REAL PROPERTY FILING DEADLINES. If additional space is needed, attach the additional information to each copy of this form.

(1) If you are protesting the valuation of real property as determined by the assessor, this protest must be filed on or before June 30. Section 77-1502

(2) If you are protesting a notice of valuation change received between June 1 and July 25, from the county board of equalization because the real property was undervalued, overvalued or omitted for the current year's assessment, the protest must be filed within thirty (30) days after the mailing of the notice. Section 77-1504

(3) If you are protesting a notice of omitted property valuation change and penalty received between January 1 and December 31 from the county board of equalization because the real property was not reported for assessment or because of a clerical error, the protest must be filed within thirty (30) days after the mailing of the notice. Section 77-1507

(4) If you are protesting a notice of valuation change received after June 1 from the county board of equalization because the real property was denied an exemption from real property taxes, the protest must be filed within thirty (30) days after the mailing of the notice. Sections 77-202.03 and 77-1502

When applicable, this form may be used for the protest of special value or recapture value or both.

PERSONAL PROPERTY FILING DEADLINES. If additional space is needed, attach the additional information to each copy of this form.

(1) If you are protesting the reported valuation as reported to the assessor between January 1 and May 1, the protest must be filed by June 30. Sections 77-1229 and 77-1502

(2) If you are protesting the assessor's notice of an additional assessment, notice of failure to file a personal property return, or the imposition of a penalty, the protest must be filed within thirty (30) days after the mailing of the notice. Section 77-1233.06

SPECIAL FILING PROVISIONS. If a filing deadline falls on a weekend or holiday, the filing deadline is extended to the next business day.

If this protest is transmitted to the county board of equalization through the United States mail, the protest is considered filed on the date of the postmark. If this protest is transmitted through the United States mail and either registered or certified, the date of registration or certification shall be deemed the postmarked date.

NOTICE. If you protested pursuant to Real Property, subpart (1), or Personal Property, subpart (1), as stated above, the county clerk shall notify you by August 2 of the county board of equalization's decision on the protest.

For all other protests the county clerk shall notify the protester within seven (7) days after the county board of equalization's decision on the protest.

APPEALS. The time allowed to the county clerk to issue notice does not extend the time to file an appeal.

Any decision of the county board of equalization regarding a protest filed pursuant to Real Property, subpart (1), or Personal Property, subpart (1), as stated above, may be appealed to the Tax Equalization and Review Commission on or after July 26 and on or before August 24.

Any decision of the county board of equalization regarding a protest filed pursuant to Real Property, subpart (2), as stated above, may be appealed to the Tax Equalization and Review Commission on or after September 16 and on or before October 15.

All other decisions of the county board of equalization regarding protests may be appealed within thirty (30) days of the final decision to the Tax Equalization and Review Commission.

The report of the county board of equalization decision is available at the office of the county clerk or county assessor, whichever is appropriate.

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Signature of Person Filing Protest

Date

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Decision of County Board of Equalization for Assessment Year 20 ____

Basis for Action Taken (County Board of Equalization Chairperson)

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Buildings
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Total Land and Buildings
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Personal Property
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Date

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Zip Code		Total Land and Buildings \$	Total Land and Buildings \$
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